

# Retention and Classification Report

**Agency:** Department of Administrative Services. Division of Facilities  
Construction and Management (375)  
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**Records Officer** Cee Cee Niederhauser

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**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 27022

3

**TITLE:** Activity reports

**DATES:** 2008-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Reports documenting work productivity of employees or an office.  
Includes weekly activity or production reports, monthly activity  
reports, etc.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general  
schedule SG 1, Item 48.

**AUTHORIZED:** 11/13/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the  
record copy which can be in any format. The record copy can include  
different formats. Format management information provided here is for the  
purpose of managing records that are being either stored by or transferred to  
Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 27022

**TITLE:** Activity reports

(continued)

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (3), (4), (6)

**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 80354

**TITLE:** Building board minutes

**DATES:** 1964-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are the minutes documenting policy making, how building priority lists were established, and general construction project oversight management. The Building Board used to be synonymous with the Division of Facilities Construction Management (DFCM). They now exist as two separate entities. The members of the board are appointed by the governor. These files could include agendas, proposals, and abstracts of what was said at the meeting. Minutes of open and closed committee and board meetings as required by UCA 52-4-7.5(2009), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-7 (2009). May include agenda, meeting minutes, transcripts, and other supporting documentation.

**RETENTION:**

Retain 5 years. Transfer to Archives.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/02/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after current year and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 80354

**TITLE:** Building board minutes

(continued)

**APPRAISAL:**

Administrative Fiscal Historical Legal

These records have value to the state in documenting the executive decisions made regarding the course of the state's building program.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 80324

3

**TITLE:** Construction project files

**DATES:** 1912-

**ARRANGEMENT:** Alphanumerical by agency and project number.

**ANNUAL ACCUMULATION:** 23.00 cubic feet.

**DESCRIPTION:**

These are management case files created for every building project sponsored by the state. In some instances, this may include construction projects for buildings the state intends only to rent. They are created in the pre-construction phase, maintained during the construction phase, and closed when the project is completed. However, these files have use in litigation and contractual disputes.

These files include construction proposals, contracts, modifications, correspondence, certificates of substantial completion, and contract change orders.

**RETENTION:**

Retain 16 years after case closes.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after project file is closed and then transfer to State Records Center. Retain in State Records Center for 14 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 80324

**TITLE:** Construction project files

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Fiscal Historical Legal

These records have potential evidential and informational value to the state and contain all the significant data concerning the projects.

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-301 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 80350

3

**TITLE:** Contractor's prequalification documents

**DATES:** 1982-

**ARRANGEMENT:** chronological.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are used by DFCM to ensure that those contractor's bidding on state projects are qualified in accordance with state laws. INCLUDES letters from the a qualified bonding company certifying that the contractor's is bonded, and a copy of the contractor's license.

**RETENTION:**

Retain 8 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after current year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

Administrative Legal

Records in this series have temporary administrative value and may be destroyed according to the retention schedule.



**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 80350

**TITLE:** Contractor's prequalification documents

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 80361

3

**TITLE:** Deeds of state-owned property

**DATES:** 1900-

**ARRANGEMENT:** alphabetical by property.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are records maintained by the state that document proof of ownership of state property. They are also used in completing statements of capital worth. Some of these deeds are also located in the Lieutenant Governor's Office's vault. These are originals. However, the various county recorders in the state maintain a copy of these records as well. Included with every deed is a plat map of the property. The plat map is also kept by the counties.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until property is sold and then transfer to the new owner.

**APPRAISAL:**

Historical Legal

Since these records are duplicated in the county recorder's office around the state, there is no need to preserve these records longer than their administrative needs dictate.

**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 80361

**TITLE:** Deeds of state-owned property

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 2803

3

**TITLE:** Director correspondence

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These are from the Director's office and is filed separately from project files.

**RETENTION:**

Retain 5 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

**AUTHORIZED:** 02/02/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 2803

**TITLE:** Director correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-301 (2008)

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2008)

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 13982

3

**TITLE:** Energy efficiency for state buildings

**DATES:** 2006-

**ARRANGEMENT:** Numerical by license number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records relate to the state building energy efficiency program for state wide building energy efficiency projects. They are used for project creation, development and project management.

**RETENTION:**

Retain 12 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 13982

**TITLE:** Energy efficiency for state buildings

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 7078

3

**TITLE:** Executive residence minutes

**DATES:** undated

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records created by a committee or conference, including advisory committee records relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/18/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives.

**APPRAISAL:**



**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 7078

**TITLE:** Executive residence minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 17926

3

**TITLE:** Expired leases

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical by department or city.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records verify leased space for the various government agencies in the state of Utah. This series is compiled when the leases are terminated. Information includes lessee, lessor, addresses, costs, lease terms, and payment schedule.

**RETENTION:**

Retain 30 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 28 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 17926

**TITLE:** Expired leases

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-301 (2008)

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 26286

3

**TITLE:** Hazardous materials project reports

**DATES:** 2000-

**ARRANGEMENT:** Alphabetical by project site.

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

This series documents abatement and remediation of hazardous materials associated with building renovation or demolition. It contains surveys and assessments of building materials, project documents and logs for asbestos abatement. It also contains information on lead based paint abatement and universal waste and remediation.

**RETENTION:**

Retain 30 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed provided building has not been destroyed or sold.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 30 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Fiscal Historical Legal

This series is governed by OSHA regulations: 29 CFR 1926.1101 and 29 CFR 1910.1001 (1910.1001(j)(3)(ii) mandates permanent retention.)

**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 26286

**TITLE:** Hazardous materials project reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 4459

3

**TITLE:** Interdepartmental transfers

**DATES:** 1989-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

An accounting document that requests the transfer of funds  
between agencies for services rendered or materials purchased.

**RETENTION:**

Retain 3 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general  
schedule SG 7, Item 26.

**AUTHORIZED:** 07/31/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the  
record copy which can be in any format. The record copy can include  
different formats. Format management information provided here is for the  
purpose of managing records that are being either stored by or transferred to  
Utah State Archives.

Paper copy: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 80362

3

**TITLE:** Leasing contract case files

**DATES:** 1983-1990

**ARRANGEMENT:** numerical by identification number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are the contract files maintained by DFCM for buildings they are leasing from someone and for all building they are leasing to someone. INCLUDES lease agreement, bid proposals, complaints, test inspections, and correspondence.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after contract expires and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the Statute of Limitations found in UCA 70A-2-725.

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 80314

3

**TITLE:** Maintenance history of inventoried equipment summary reports

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by building

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is a summary report of all scheduled and nonscheduled maintenance performed by the state's maintenance crews on building equipment.

INCLUDES equipment data, cost of maintenance, number of days of scheduled maintenance, number of days of unscheduled maintenance, and the type of maintenance performed.

**RETENTION:**

Retain 15 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after current year and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy provided item of equipment is no longer in use.

**APPRAISAL:**

Administrative Legal

It is essential to maintain a maintenance history for the life of the equipment. This history facilitates repair, but also serves as substantiating documentation for enforcement of



**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 80314

**TITLE:** Maintenance history of inventoried equipment summary reports

(continued)

warranty contracts on equipment.

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 80316

3

**TITLE:** Maintenance work orders

**DATES:** 1987-

**ARRANGEMENT:** alphabetical by agency, thereunder chronological

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These are requests sent in from agencies for repair of building equipment, minor construction, or painting.

INCLUDES work requested, location, date, cost center number, authorizing signature, maintenance scheduling data, and cost data.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after current year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

These records are needed in audit reviews.

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 80415

3

**TITLE:** Non-awarded architectural proposals

**DATES:** 1983-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are letters of interest submitted by architectural firms upon request for proposed design projects.

INCLUDES the proposal with plans and specifications, brochures, correspondence, and statements on their qualifications to do the job.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

This retention is based on the statute of limitations UCA 63-56-61.

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 80363

3

**TITLE:** Non-awarded bid proposals for state leases

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are bid proposals that were not awarded to prospective contractees.

INCLUDES proposals, floor plans, specifications, leasing costs, and services offered.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative Legal

This retention is based on the statute of limitations found in UCA 63-56-61.

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 80416

3

**TITLE:** Non-awarded proposals for design/construction projects

**DATES:** 1985-

**ARRANGEMENT:** numerical by project number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

In some instances a project may include both the design and construction being performed by the same vendor. Under these circumstances, the unawarded proposals are separated from the general project files and filed separately. INCLUDES proposals, drawings, specifications, and correspondence.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

This retention is based on the statute of limitations in UCA 63-56-61.

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 80414

3

**TITLE:** Operations and maintenance manuals

**DATES:** 1955-

**ARRANGEMENT:** numerical by project number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are DFCM's copy of equipment operation and maintenance manuals. They are used to aid DFCM in the repair of malfunctioning building equipment. These manuals are also used to keep track of equipment maintenance. Information includes schematics, installation and warranty data, repair and maintenance instructions and equipment specifications.

**RETENTION:**

Retain 102 years

**DISPOSITION:**

Destroy provided building is destroyed. If building is sold, manuals are transferred to new owner.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 100 years and then destroy provided building is sold or destroyed.

**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 80414

**TITLE:** Operations and maintenance manuals

(continued)

**APPRAISAL:**

Administrative

This series previously (pre 2006) was approved with a 20-year retention. The agency now (2006) needs the records for as long as they own the building. Because Versatile needs a specific date to calculate a disposition date, the time in the records center (100 years) was specified in 2012.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 80389

3

**TITLE:** Policies and procedures for contractors and vendors

**DATES:** 1987-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are the division's guidelines for contractors and vendors to follow when adhering to state regulations regarding state building maintenance and state construction. These policies and procedures are filed as an administrative rule. This records series also contains internal policies and procedures.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after superseded and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

The external policies and procedures are preserved by the Division of Administrative Rules as administrative rules. Therefore, as this set is only a copy, they do not have to be kept longer than administratively useful. The internal policies and procedures have evidential value to the state since they document the activities of DFCM.



**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 80389

**TITLE:** Policies and procedures for contractors and vendors

(continued)

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 80323

3

**TITLE:** Preventive maintenance schedules

**DATES:** 1986-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are worksheets of preventive maintenance schedules to be performed by maintenance workers. They are not used by the state anymore as the functions are now becoming automated. INCLUDES name of building, name of piece of equipment, date, and type of maintenance to perform.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

These records only have administrative value to the state.

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 13669

3

**TITLE:** Purchase orders

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Orders used to document the purchase transaction and to notify the agency of purchase approval.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02/11/1994

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 13670

3

**TITLE:** Purchase requisitions

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Requisitions for supplies and equipment for current inventory.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02/11/1994

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 13670

**TITLE:** Purchase requisitions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 82831

3

**TITLE:** Request for project manager proposals

**DATES:** 1985-

**ARRANGEMENT:** alphabetical by project name.

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are the actual proposals from the construction company of Heery and Okland regarding the project manager qualifications for Phase I Development of the Utah State Prison. There is submittal "A" and submittal "B". "A" contains a Management Services Proposal and "B" is the Fee Proposal. These proposals include statement of approach, and statement of qualifications regarding the personnel to handle multi-million dollar phased programs in occupied correctional facilities.

**RETENTION:**

Retain 5 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after construction project ends and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 82831

**TITLE:** Request for project manager proposals

(continued)

**APPRAISAL:**

Administrative

These records are being retained for administrative purposes. The proposed retention is at the agency's request.

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 80398

3

**TITLE:** State building construction plans

**DATES:** 1912-

**ARRANGEMENT:** Numerical by index number.

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

This record series consists of plans and supporting documentation for every state building as it was approved and built. They are used as a reference for remodeling, renovation, and maintenance within the building. They are also used to identify characteristics of each property and delineate property boundaries. Records include drawings, tracings and blueprints used to identify characteristics of each property, delineate property boundaries, and document construction and remodeling of state owned or managed buildings and properties. Specific records include property surveys, preliminary submittals, site drawings, site plans, review sets, bid sets, construction drawings, stick sets, and as-built plans. Final plans and specifications for approved and constructed state buildings.

**RETENTION:**

Retain 50 years after scanned and quality checked.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/23/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with



**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 80398

**TITLE:** State building construction plans

(continued)

authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

This disposition is based on the permanent value of these documents to researchers and historians.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(12)(2008)

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 24093

3

**TITLE:** State owned properties

**DATES:** 2002-

**ARRANGEMENT:** Alphabetical by property name.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This series contains information pertaining to State owned property. These files document the details of the negotiations, property acquisitions, condemnation records dealing with the purchase of properties and information on the maintenance of the properties while owned by the state.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until records become inactive and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Fiscal Historical Legal

This series has been designated historical for research value into properties owned by the State of Utah.

**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 24093

**TITLE:** State owned properties

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 10574

3

**TITLE:** Temporary personnel files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by employee's surname.

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Files intended for personnel who are not paid through the state payroll system (i.e. volunteers, contract personnel, board members, etc.). Records may include copies of correspondence, forms, agreements, or other documents related to employment with the State.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/15/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after separation and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 10574

**TITLE:** Temporary personnel files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. Items identified as public under UCA 63G-2-301(1)(b).

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 24085

3

**TITLE:** Thrift property records

**DATES:** 1997-2002

**ARRANGEMENT:** Numerical by case number.

**TOTAL VOLUME:** 8.00 cubic feet.

**DESCRIPTION:**

The Department of Facilities and Construction Management (DFCM) is responsible for selling certain real property assets that had been held by financial institutions. DFCM sold the properties and delivered funds to the General Fund of the State of Utah. These files contain the details of each property, the history of each property, the negotiations surrounding each property and sale of each property. These records document the State's role in the Thrift's Settlement Financing. Some files contain operation and maintenance costs of each property while held by the State of Utah. Other information includes real estate deeds, title reports, closing statements, property tax notices, purchase offers and additional data related to foreclosure on each property, addresses, previous owners and Thrift Property.

**RETENTION:**

Retain 16 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 16 years and then destroy.

**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 24085

**TITLE:** Thrift property records

(continued)

**APPRAISAL:**

Administrative Fiscal Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Facilities  
Construction and Management

**SERIES:** 17927

3

**TITLE:** Unsuccessful leasing proposals

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical by department or city.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records consist of Requests for Proposals (RFPs) on leased space for all agencies within Utah State Government that were rejected. Information includes cost, lessor names, locations, zoning, space available, remarks, and notarized statement and signature.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative



**AGENCY:** Department of Administrative Services. Division of Facilities Construction and Management

**SERIES:** 17927

**TITLE:** Unsuccessful leasing proposals

(continued)

**PRIMARY CLASSIFICATION:**

Public